



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON-DETROIT ARSENAL**  
**6501 E. ELEVEN MILE ROAD**  
**WARREN MI 48397-5000**

IMNE-MIG-PL

MAR 25 2009

MEMORANDUM FOR U.S. Army Garrison – Detroit Arsenal Directors, Division and Office Chiefs

SUBJECT: Policy Memorandum #16, Detroit Arsenal Tasking System

1. REFERENCE: HQS, IMCOM Central Tasking Office SOP, 19 Jan 09
2. PURPOSE. To provide guidance to the US Army Garrison – Detroit Arsenal directorates on the process for responding to official command taskers.
3. APPLICABILITY: This Detroit Arsenal policy applies to Detroit Arsenal Directorates and Installation Support Offices. The Directorate of Plans, Training, Mobilization, and Security (DPTMS) has hereby received delegated authority from the Garrison Manager (GM) to issue official taskers.
4. POLICY:
  - a. Taskers must be answered directly, accurately, and quickly and by the require suspense date. If the tasker requires more research than the suspense date allows, quickly prepare an interim response stating what needs to be done and when the action will be complete.
  - b. The DPTMS is responsible for official tasker actions originating from external agencies, the Garrison Command Group, Installation Management Command – Northeast Region (IMCOM-NE), Headquarter Department of Army (HQDA), and US Congressional inquiries.
  - c. The DPTMS is responsible for knowing about and tracking the resolution of all operational issues. Responses will be forwarded to the tasker point of contact (POC) and carbon copied (cc) to DPTMS at e-mail: [DAMI\\_USAG-DTA.TASKIN@conus.army.mil](mailto:DAMI_USAG-DTA.TASKIN@conus.army.mil).
  - d. Supervisors at all levels are responsible for accurate and timely completion of all assigned taskers, both internal and external.
  - e. This policy memorandum is effective immediately.
5. PROCEDURES:
  - a. The Garrison Manager (GM), or designee, is accountable for the Garrison tasker process. The GM has delegated tasking authority to the Directorate of Plans, Training, Mobilization, and Security (DPTMS).

b. DPTMS will maintain the sole tasking authority for the Garrison and will issue, track, and close, both internal and external taskers. DPTMS will:

(1) Review all received taskers, or internally developed taskers, to determine if the issue has not already been addressed in another tasker.

(2) If DPTMS determines that the tasker was recently answered through other means, DPTMS will create an immediate response to the tasker and obtain concurrence from the appropriate organization(s).

(3) If DPTMS determines that the tasker is a new operational issue, a tasker will be developed and assigned. The tasker will be forwarded to the tasked organization and courtesy copy issued to assisting organization(s) for action.

(4) In cases where an extension is necessary, the DPTMS will forward the extension request to the originator. When DPTMS receives the tasker response from the lead organization, they will perform a cursory review to ensure the response 'answers the question' and contains the applicable concurrences.

(5) The DPTMS will also initiate and assign taskers independent of those as follows:

(a) Detroit Arsenal Taskers (DTA): The DPTMS assigns action to an organization using a DTA##### number. The action officer will generally prepare and release responses to DTA tasker to the DTA tasker mailbox. The DPTMS will forward the response to the originator and close the tasker upon receipt of the response.

(b) IMCOM Headquarters (HQ IMCOM) or IMCOM Regional (IMCOM NE): The DPTMS receives external taskers from HQ IMCOM or IMCOM NE as generated from the respective operations centers. DPTMS will forward the taskers to the appropriate action officer. The action officer generally prepares and releases responses to these taskers. These responses will require GM approval. Once approval is received, DPTMS forwards the response to the appropriate operations centers and closes the tasker.

(c) Operations Update Taskers: DPTMS will issue a tasker update weekly at the Garrison's Manager Staff Call.

c. Lead Directorate. DPTMS assigns the responsibility to provide a response to the lead Directorate. If the tasker will require coordination with several other organizations, DPTMS will designate those Directorates as such and will send them the tasker on the cc: line of the transmittal. The lead Director (or central point of contact) will review the incoming tasker to ensure ownership. If they determine the tasker is not within their mission area, the Director will request the DPTMS reassign the tasker lead as soon as possible, but no later than two working days from receipt. If the Director knows that more research and response preparation time is

needed than suspense date of tasker allows, they will prepare a request for extension and send it to DPTMS. The extension request will contain the tasker number and a brief reason for the extension, as well as the date the response will be complete.

d. **Action Officer(s).** The action officer is the individual with subject knowledge and expertise assigned to respond to the tasker. Each will compose, coordinate, interface information as needed, consolidate responses, and prepare the response in the format stated in the tasker. The action officer will provide the name, title and organization of the people that have worked the tasker to complete the assignment and obtain their concurrence. The action officer will send the recommended response to the tasker through their designated chain of command to the Director in the timeframe designated.

e. **Coordination/Concurrence** - Coordination is necessary in instances where the lead Directorate must obtain information from other(s). Evidence of coordination and/or concurrence consists of the name, title, and organization of the individual(s) who provided the assistance, and is required.

f. **Tasker Types:**

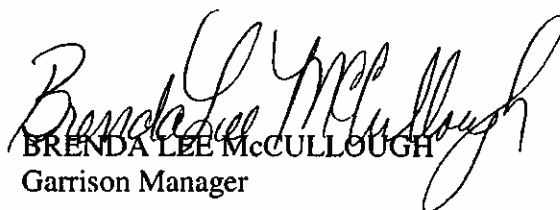
(1) **Internal Tasker** – Received from command group, directorate, or special organization for information on any Detroit Arsenal item, product, or issue with specified date for action. A Detroit Arsenal tasker will contain at a minimum, the request for information, the expected response format, a tracking number, originator point of contact (POC) name and telephone number, and a suspense date. See Enclosure 1, Example of Internal Tasking email message.

(2) **External Taskers** – Received from any agency external to USAG-DTA. Requests for mission specific information concerning operational issues, or requests related to readiness. See Enclosure 2, Example of External Tasking email message.

6. **PROPONENT:** DPTMS is the proponent for this USAG-DTA policy. POC is the Director, PTMS, at commercial (586) 574-7867, or DSN 786-7867.

2 Encls

1. Example Internal Tasking
2. Example External Tasking

  
BRENDA LEE McCULLOUGH  
Garrison Manager

## EXAMPLE of Internal Tasking email message

Create Date: 03 MAR 2009, 0729hrs  
1600hrs

Garrison Suspense Date: 06 MAR 2009, 1600hrs  
Status: OPEN

Suspense Date: 09 MAR 2009,

Closed Date: hrs  
Author: Joe Mravec

Action Office: DIRECTOR PLANS, TRAINING MOBILIZATION, & SECURITY  
Create Date: 03 MAR 2009, 0729hrs Author: Joe Snaplink

Forwarded for your ACTION: INTERNAL

Action Taken: Sent to DPTMS on 3 March 2009 for action Create Date: 03 MAR  
2009, 0729hrs  
Author: Joe Snaplink

Comments:  
This action is assigned DTA00000007.

Subject: TEST MESSAGE

USAG-DTA Suspense Date is 11 March 09

SPECIAL INSTRUCTIONS: REVIEW GARRISON VISION AND MISSION AND PLEASE RESPOND TO  
THE USAG-DTA POC LISTED BELOW FOR THIS ACTION.

CC: DAMI\_USAG-DTA.TASKIN@conus.army.mil

Create Date: 03 MAR 2009, 1600hrs

Author: Joe Snaplink

Respond directly to the DAMI\_USAG-DTA TASKING box and include tasker number  
DTA00000009 in all correspondence.

Attachments:  
[http://apps.tacom.army.mil/cfprod/Actlogp/DtaTaskp/DTAS/Garrison Vision and Mission.pptx](http://apps.tacom.army.mil/cfprod/Actlogp/DtaTaskp/DTAS/Garrison_Vision_and_Mission.pptx)

Joe Snaplink  
DAMI\_USAG-DTA TASKING Office  
Commercial: xxx-xxx-xxxx  
DSN: xxx-xxxx  
DAMI\_USAG-DTA.TASKIN@conus.army.mil

## **EXAMPLE of EXTERNAL TASKING Email Message**

Create Date: 03 MAR 2009, 1600hrs  
1600hrs

Garrison Suspense Date: 13 MAR 2009, 1600hrs  
Status: OPEN

Suspense Date: 16 MAR 2009,

Closed Date: hrs  
Author: Joe Snaplink

Action Office: DIRECTOR PLANS, TRAINING MOBILIZATION, & SECURITY, PLANS, ANALYSIS  
& INTEGRATION

Create Date: 02 MAR 2009, 0630hrs

Author: Joe Snaplink

Forwarded for your ACTION: EXTERNAL

Action Taken: Forwarded for action on 2 March 2009 to PAIO & DPTMS      Create  
Date: 03 MAR 2009, 1600hrs  
Author: Joe Snaplink

Comments:

This action is assigned NER Tasker #2009508.

Subject: CG IMCOM Trip to USAG Detroit, MI 22 Apr 09, S: 19 Mar 09

USAG-DTA Suspense Date is 16 Mar 09.  
IMCOM NE Suspense Date is 19 Mar 09.

PLEASE RESPOND TO THE NER POC LISTED BELOW FOR THIS ACTION.  
CC: DAMI\_USAG-DTA.TASKIN@conus.army.mil

IMCOM NE POC is BILL SMITH, IMCOM NE PLANS.

Comm: (757) 788-3414 DSN: 680-3414

E-mail: [bill.smith@us.army.mil](mailto:bill.smith@us.army.mil)

Create Date: 03 MAR 2009, 1600hrs

Author: Joe Snaplink

Attachments:

[http://apps.tacom.army.mil/cfprod/Actlogp/DtaTaskp/DTAS/2009\\_02\\_26\\_IMCOM-NE\\_RTO\\_TASKER\\_CG\\_Visit\\_Detroit.doc](http://apps.tacom.army.mil/cfprod/Actlogp/DtaTaskp/DTAS/2009_02_26_IMCOM-NE_RTO_TASKER_CG_Visit_Detroit.doc)

Joe Snaplink

DAMI\_USAG-DTA TASKING Office

Commercial: xxx-xxx-xxxx

DSN: xxx-xxxx

[DAMI\\_USAG-DTA.TASKIN@conus.army.mil](mailto:DAMI_USAG-DTA.TASKIN@conus.army.mil)